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Organisation

The new [registration manual](#) is located on the front page of the intranet. It is organised into four sections.

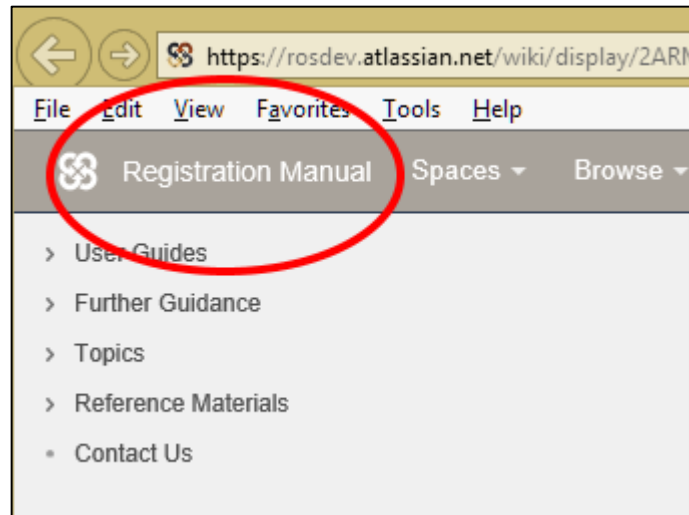
The [User Guides](#) are where you will find instructions for settling an application for registration. The user guides are organised by product – dealings, first registrations etc. The user guides cover both plans and legal processes.

The User Guides are supported by [Further Guidance](#). This goes into more detail about processes – for example, how to map a railway boundary, or what to do with an application which includes a liferent.

[Reference Materials](#) is where you will find supporting information such as the RoS Glossary, the 35 day calculator, and a video showing how to use Fishfinder.

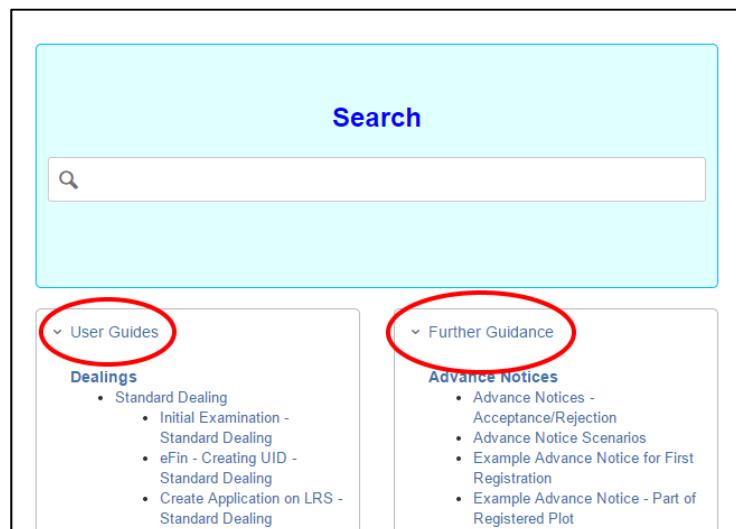
Referral officers and senior caseworkers will find more in-depth information in [Topics](#). This is where to research subjects such as notarial execution or roof space.

Return to the front page of the manual at any time by clicking the RoS logo.



The Site Map

The easiest way to navigate around the manual is with the site map. The site map is on the front page of the registration manual. View the site map by clicking the headings underneath the search box.



Using the user guides

To follow a User Guide from beginning to end, start at the blue button.



The process steps will be numbered, so it's normally straightforward to follow – but watch out for variations in numbering in case the process branches out in multiple directions.

At the bottom of each page, a link heading will take you to the next step of the process. Click the link to go to the next page.

At the end of the process, the link heading will change to **Process Ends**.

5.7 If the proprietor has a right in land in a **special capacity** the description of that capacity using the picklist (e.g Trusts).

5.8 Check/enter any **special destination**.

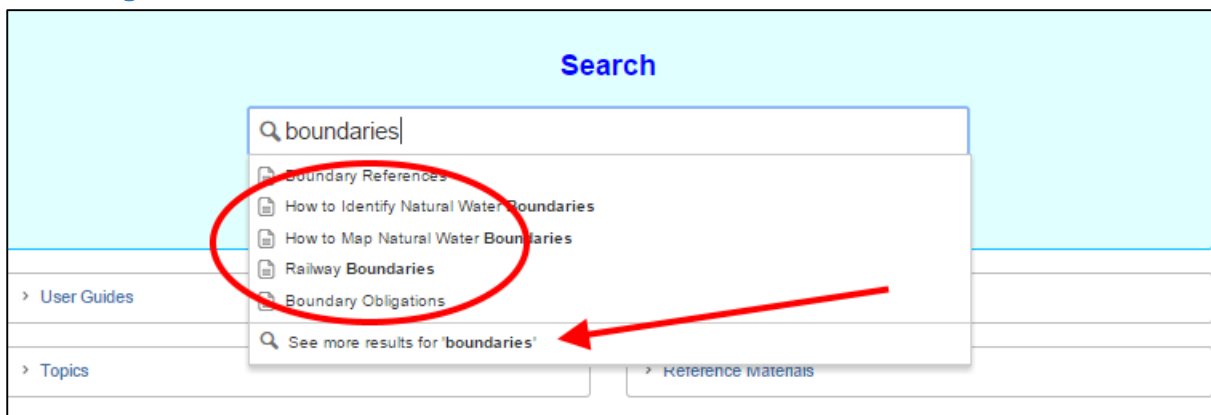
5.9 Check/enter the **extent of entitlement** held by the proprietor (if applicable).

5.9.1 Where title is held by more than one proprietor **pro indiviso shares** of each proprietor must be shown.

5.10 Delete existing MHA/CPA notes - if additional notes are required, take action or refer as necessary.

Next: Update Securities Section

Searching



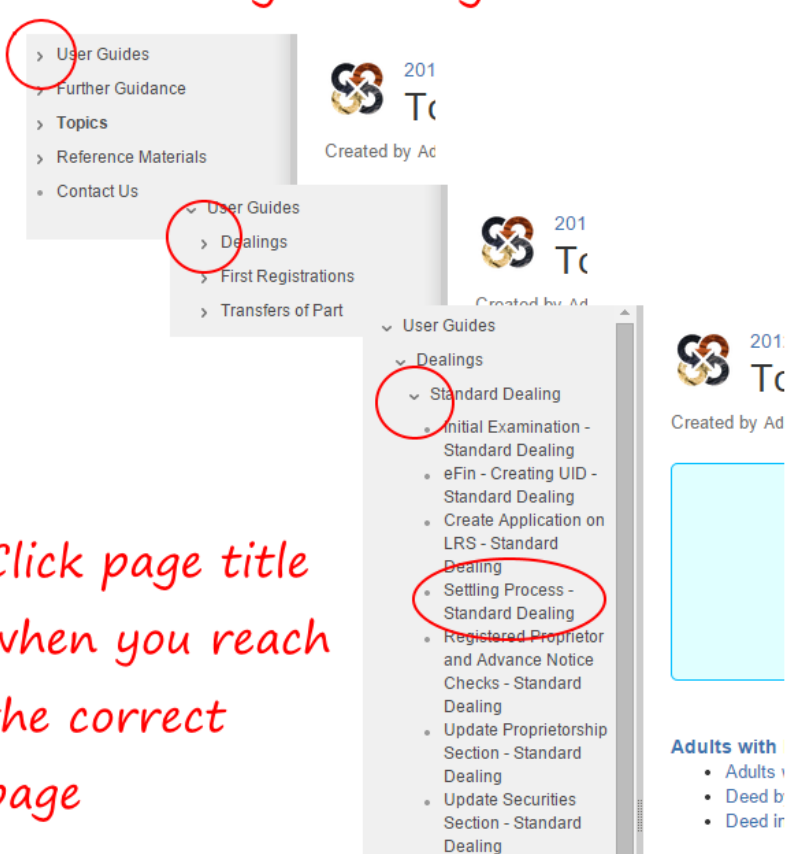
Use the search box on the front page to search the manual. It will suggest pages as you type. Either click one of the suggestions to go straight to the page, or click *See more results* to view a complete results list.

Be quite specific about what you are searching for. If you are searching for boundary juts, search *boundary juts*, instead of *boundaries*. This will help the search engine identify exactly the page you are looking for.

Going straight to a particular page

Use the sidebar to navigate straight to a particular page.

Click right-facing arrow to view child pages



The image shows a sidebar navigation menu with the following items: > User Guides, > Further Guidance, > Topics, > Reference Materials, and • Contact Us. A second menu is shown below it, containing > Dealings, > First Registrations, and > Transfers of Part. A third, more detailed menu is shown below that, containing > Dealings, > Standard Dealing, • Initial Examination - Standard Dealing, • eFin - Creating UID - Standard Dealing, • Create Application on LRS - Standard Dealing, • Settling Process - Standard Dealing, • Registered Proprietor and Advance Notice Checks - Standard Dealing, • Update Proprietorship Section - Standard Dealing, and • Update Securities Section - Standard Dealing. Red circles highlight the right-facing arrows in the first two menus and the 'Settling Process - Standard Dealing' item in the third menu. To the right of the menus is a header area with a logo, the text '201 Tc', and 'Created by Ad'. Below this is a light blue rectangular box and a section titled 'Adults with' with three bullet points: 'Adults', 'Deed b', and 'Deed ir'.

Click page title when you reach the correct page

Viewing attachments

Attachments behave differently depending on whether you are using Internet Explorer or Chrome. The instructions here assume that you are using Internet Explorer.

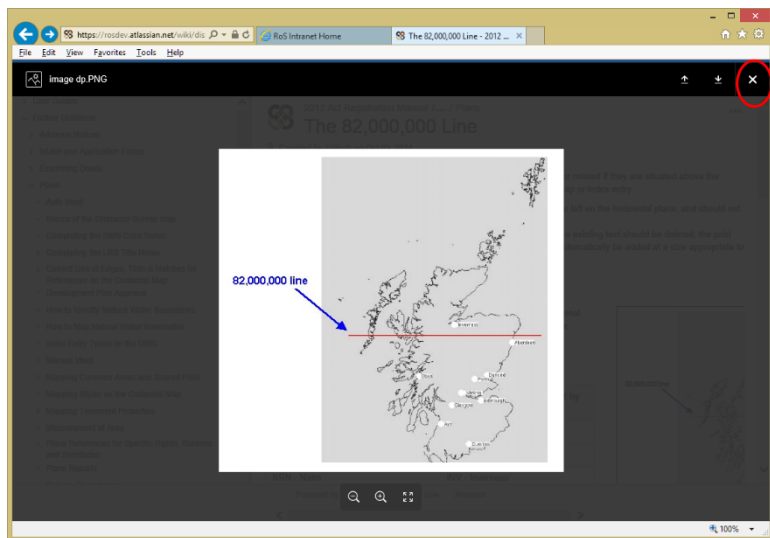
Videos

Videos will only work if you are using Internet Explorer. The video may take some time to load – please be patient. (You may see a yellow information bar at the bottom of the screen. If you see this bar, please click to confirm that you want to view the video.)

Pictures

Pictures such as photos and screenshots can be viewed full size by clicking to enlarge.

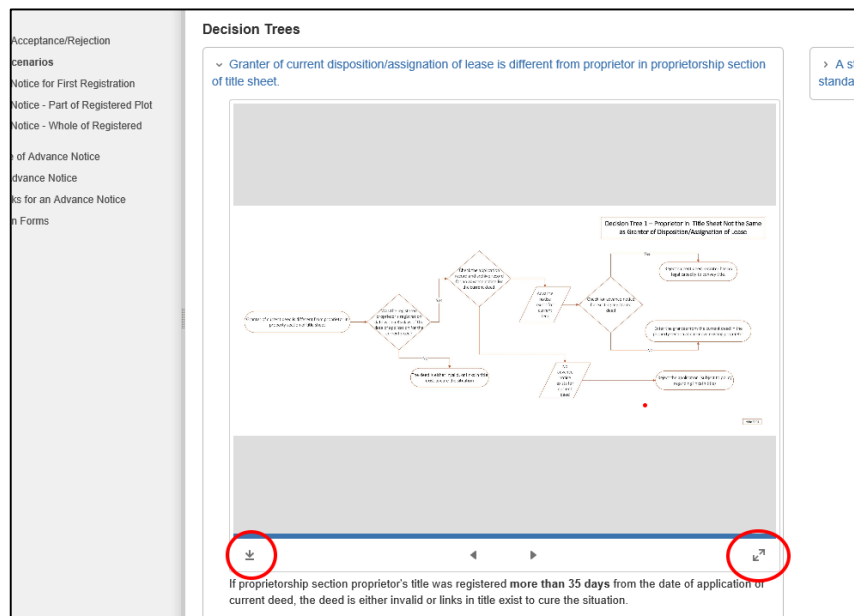
When you are viewing the image full screen, return to the original page by using the **Esc** key (top left of your keyboard) or by clicking the **X**.



PDFs

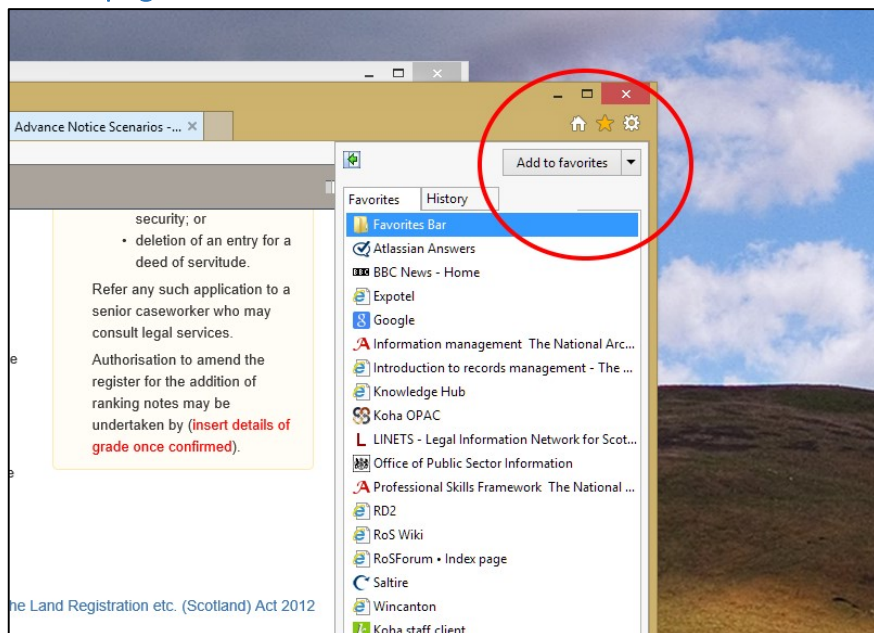
Download a PDF by clicking the down-facing arrow, or preview it full size by clicking the double-headed arrow.

Use the **Esc** key to return to the original page.

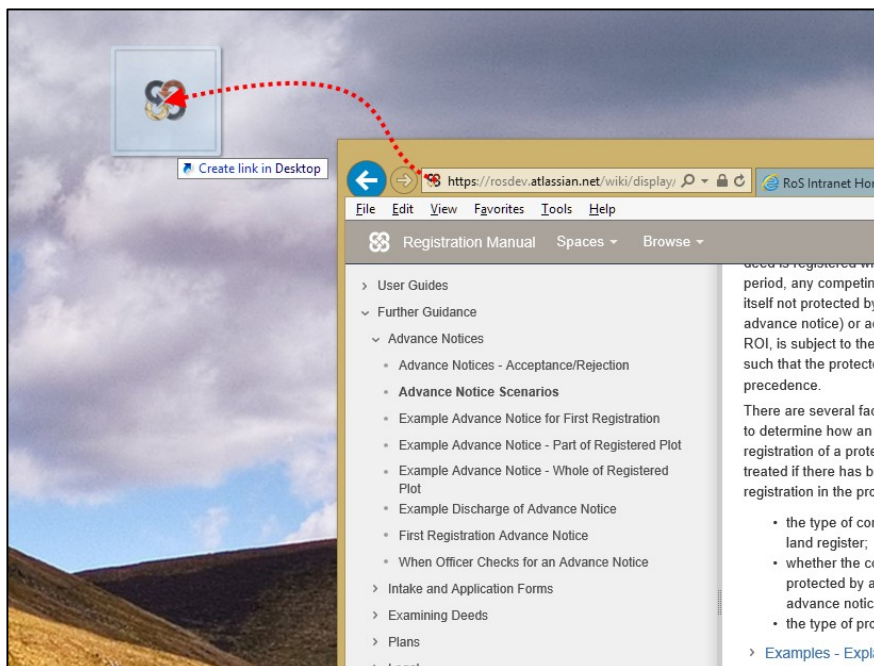


Creating shortcuts to favourite pages

In Internet Explorer, click the star to add a page to your Favorites.



Or click the wee RoS logo in the address bar and drag it to your desktop to place a shortcut anywhere on your screen.



Zooming the page

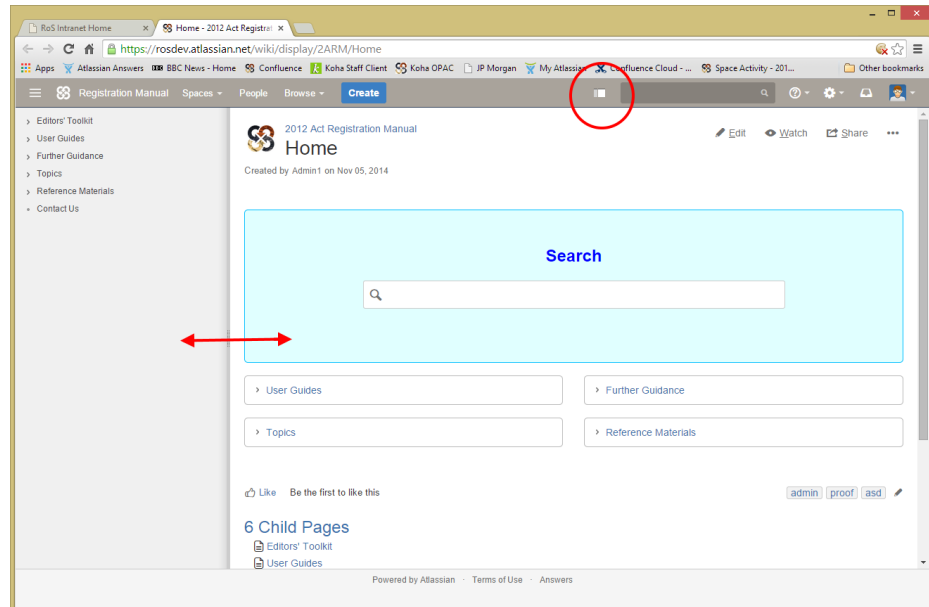
You can easily zoom a page if you want to change the size of the text and images. Hold down the **Ctrl** key (you'll find it towards the bottom left of your keyboard) and scroll with your mouse wheel. Scroll forward to zoom in to a page (useful if you find the text too small) or scroll back to zoom out of a page (useful if you can't see the whole page).

Hiding the sidebar

If you are zoomed a long way in to a page, you may find that the window is too small to see all the detail you require. When this happens, you can hide the sidebar.

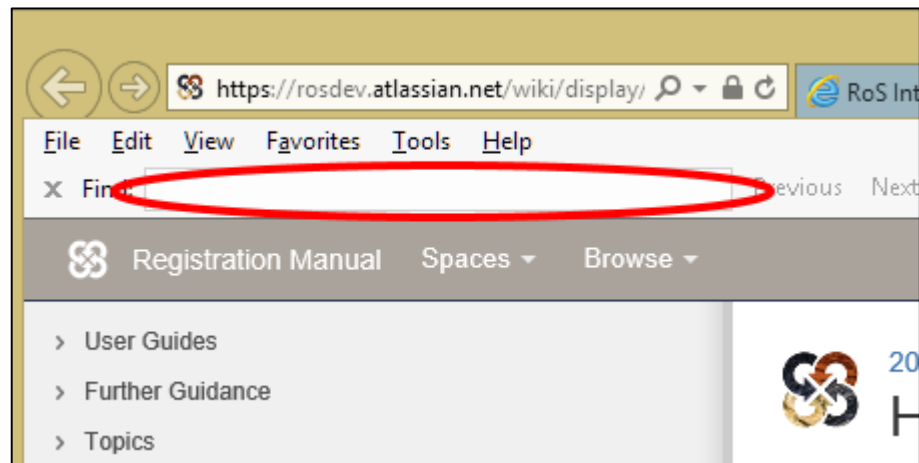
Either click the button, or hold and drag the sidebar.

It's more reliable to drag the sidebar – this also allows you to adjust the size of the sidebar.



Searching a single page

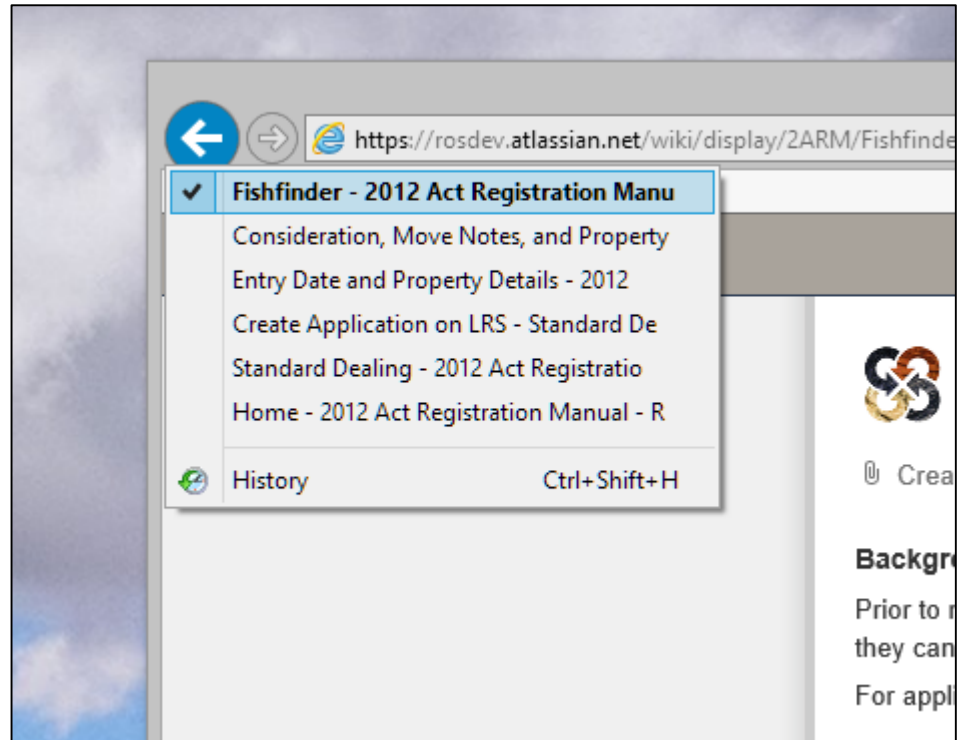
Occasionally, you might find yourself looking for a particular word which is part of larger page. Use **Ctrl** and **F** to open a search box. This is what it looks like in Internet Explorer.



Type the word you are looking for into the search box. The word will immediately be highlighted wherever it appears on the web page – there is no need to press **Enter** or **Return**.

Returning to a page

As with any web site, clicking the back button will take you back to the last page you viewed. If you click and hold the back button, you will see a popup listing the last few pages that you viewed. Click any of the links to go straight to the page.



Open links in a new window

Sometimes, it is useful to open several links at the same time. You can do this very easily by opening links in new windows.

Just right-click the link, and select Open in new window. Close the new window to return to your starting page.

